

REGULATORY COMPLIANCE ANALYST

DISTINGUISHING FEATURES

The fundamental reason the Regulatory Compliance Analyst position exists is to perform policy level coordination, advisory and administrative tasks relating to the Water Resources Department compliance management as well as Maintain active liaison with all organizations having water/wastewater-related interests. This classification is non-supervisory and has limited supervision. This position reports to the Director of Planning and Operations of the Water Resources Department.

ESSENTIAL FUNCTIONS

Advises management of environmental regulatory changes and the effect on departmental programs.

As the City of Scottsdale representative, works with regional organizations and state and local representatives in developing water and wastewater regulations (WESTCAS, SROG, MultiCity, ADEQ Regulatory Task Forces, Legislative Representative).

Designs and coordinates compliance-related projects and other special projects (e.g. AWWARF studies, pilot plants).

Develops RFPs for scientific services.

Reviews program compliance changes, permits and ordinances as needed for various compliance based programs (e.g. APP, upcoming SSO, SDWA, ADEQ CWA Primacy, Clean Air Act, Reuse, Solid Waste).

Provides guidance regarding existing and future regulations impacting water and wastewater programs.

Conducts water and wastewater compliance policy analysis and makes recommendations.

Represents the City's interest with the media, public, and other governmental agencies as appropriate relating to the City's water quality programs.

Communicates with the general public, private contractors, other government agencies as well as other City employees in a professional, courteous manner.

Assists in establishing and maintaining various work management data; prepares activity reports and audits work activities to ensure compliance with planned programs.

Demonstrates an ability to communicate about and manage organizational changes.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Federal, State and EPA water and sewer regulations and requirements; methods for data collection and analysis.

Ability to:

Plan and organize data, coordinate programs, and make decisions.
Produce written documents with clearly organized thoughts.
Observe, review and check the work of staff members to ensure conformance to standards.
To enter data or information into a terminal, PC or other keyboard device.
Conduct research and analyze results.
Support City Council and top management decisions.
Prepare effective reports.
Prepare, justify and present an annual budget.
Perceive and interpret customer needs and translate them into effective solutions and operational policy.
Establish and maintain effective working relationships with co-workers, supervisors, users and the general public.
Communicate effectively both verbally and in writing to work with residential and commercial water and sewer users.
Listen and communicate effectively with a diverse group of people.
Prioritize schedule and work tasks and complete work within specified time periods and deadlines.

Education & Experience

Any combination of training, education and experience equivalent to a bachelor's degree in Environmental Science, Environmental Engineering, Environmental Planning or a closely related field such as Biology, Geology, Hydrology, Chemistry, Natural Resources, Public Administration or Business Administration from an accredited college, with five years of recent experience in regulatory compliance.

No major driving citations in the last 39 months for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified